

Policies and Procedures
POLICY: Contingency Plan
Policy #22
Effective Date: April 2, 2014

Purpose: The ILHIE Authority is committed to ensuring the confidentiality, integrity and availability of Electronic Protected Health Information created, received, maintained or transmitted through the ILHIE, including in preparing for and responding to emergencies or disasters.

Policy:

1.0 Contingency Plan. The ILHIE Authority and Participants shall each establish (and implement, as needed) policies and procedures for responding to an emergency or other occurrence (for example, fire, vandalism, System failure and natural disaster) that damages an Information System containing Electronic Protected Health Information and which is part of or connected to the ILHIE.

2.0 Compliance. Participant shall comply with these Policies and Procedures. The ILHIE Authority will monitor and enforce compliance with and adherence to these Policies and Procedures.

2.1 Participant shall cooperate with the ILHIE Authority in its monitoring and enforcement of the Participant's compliance with these Policies and Procedures.

Procedures

Participant Procedures

1.0 In accordance with HIPAA, each Participant shall implement a contingency plan that includes the following:

- (i) Data backup plan procedures to create and maintain retrievable exact copies of Electronic Protected Health Information;
- (ii) Disaster recovery plan procedures to restore any loss of data (as needed); and
- (iii) Emergency mode operation plan procedures to enable continuation of critical business processes for protection of the security of Electronic Protected Health Information while operating in emergency mode.

Each Participant shall implement the following Addressable implementation specifications to the extent deemed necessary by the Participant in accordance with HIPAA:

- (i) Testing and revision of procedures for periodic testing and revision of contingency plans; and

- (ii) Applications and data criticality analysis to assess the relative criticality of specific applications and data in support of other contingency plan components.

ILHIE Authority Procedures

1.0 In accordance with HIPAA, the ILHIE Authority, or its authorized designee, shall implement a contingency plan that includes the following procedures and analyses:

- (i) Data backup plan procedures to create and maintain retrievable exact copies of Electronic Protected Health Information;
- (ii) Disaster recovery plan procedures to restore any loss of data (as needed);
- (iii) Emergency mode operation plan procedures to enable continuation of critical business processes for protection of the security of Electronic Protected Health Information while operating in emergency;
- (iv) Testing and revision of procedures for periodic testing and revision of contingency plans; and
- (v) Applications and data criticality analysis to assess the relative criticality of specific applications and data in support of other contingency plan components.

Associated Policies & Procedures

45 C.F.R §164.308(a)(7)(i)-(ii)

Illinois Health Information Exchange System Security Plan (SSP)

Definitions

Electronic Protected Health Information

HIPAA

ILHIE Authority

Participant